



Gaithersburg
A CHARACTER COUNTS! CITY

PAVILION USE APPLICATION

Event Name: _____ Number of Attendees Expected: _____

DATE OF PICNIC: _____ TIME: _____ to _____

APPROXIMATE ARRIVAL TIME OF ATTENDEES: _____ *Please be sure to include necessary time for set up and clean up.*

Description of Event: _____

Applicant's Name : _____

Organization : _____

Address : _____ City/St/Zip _____

Phone Numbers: Work _____ Home _____ Fax _____

CHECK ALL THAT APPLY:

☐ Catering service, time of arrival: _____ ☐ Exhibits or vendor booth

☐ DJ, music, use of speakers/amplification ☐ Moonbounce

☐ other entertainment vendors (i.e. : dunktank, climbing wall, etc..)

(Check one) City Resident : ☐ Nonresident : ☐ (Check one) Commercial : ☐ Non-Commercial : ☐

Pavilion request: check one or more as appropriate

_____ Park Pavilion, Bohrer Park
_____ Pond Pavilion, Bohrer Park
_____ Hillside Pavilion, Bohrer Park
_____ City Hall Pavilion, City Hall Park

Optional service fees: check one or more as appropriate

_____ \$100 Alcohol beverage permit
_____ \$25 Equipment rental (volleyball/horseshoes)
_____ \$50 Water Pump
_____ \$25 Crab clean-up (must pay fee if serving crabs)

RECREATIONAL OPPORTUNITIES:** per person when 25 or more passes are purchased

Indicate number of passes requested

_____ \$7.00 Putt & Pool pass
_____ \$3.00 Miniature Golf (One round of miniature golf)
_____ \$4.00 Miniature Golf (unlimited play)
_____ \$4.25 Water Park Admission

Subject to availability at time of pavilion rental. A limited number of passes are sold daily and some restrictions apply. To receive group rates, passes must be purchased in advance.

Applicant/organization accepts responsibility to abide by all procedures outlined in the "Rental Program" document and understands penalties associated with not abiding by these stipulations. In addition, applicant agrees that by signing this application, the City of Gaithersburg is authorized to charge applicants credit card and/or process checks and cash for specified fees.

The applicant furthermore agrees to indemnify and hold harmless the City and its agents against any and all losses, injuries or damages to any person or thing that shall arise from the applicant's use of the Pavilions at Bohrer Park, Summit Hall Farm or City Hall Park Pavilion.

Date of this request : ____/____/____ Signature of Applicant _____

Date received: _____ By: _____

Driver's License # _____

Security deposit: \$ _____ Date received: _____

☐ Cash ☐ Check # _____ Visa/MC # _____ Exp. ____/____

Cardholder name (please print) _____

Five hour pavilion rental fee: \$ _____ Optional services fees \$ _____

Fees for additional hours: \$ _____ Recreational Opportunities: \$ _____

☐ Cash ☐ Check # _____ Visa/MC # _____ Exp. ____/____

Cardholder name (please print) _____